



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Cultural Resources Division	Associate Park & Recreation Specialist	549-840-1089-XXX
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Tribal Affairs Program	NAGPRA Program Lead	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Tribal Affairs Program	Sacramento	
STATE HOUSING (Check only if required)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing Required		Staff Services Manager I
POSITION DESCRIPTION		
<p>Under direction of the Staff Services Manager I who leads the Department's Tribal Affairs Program in Cultural Resource Division, the NAGPRA Program Lead (Associate Parks & Rec Specialist) is responsible for the development and evaluation of the NAGPRA Program. The incumbent will perform analytical and administrative work to identify and prove methods for repatriating human remains and cultural items to Native American Tribes. This includes routine reporting, and coordination in support of the Department's compliance with the Native American Graves Protection and Repatriation Act, 25 U.S.C. 3001 et seq. (NAGPRA) and the California Native American Graves Protection Act of 2001 (CalNAGPRA) and its recent updates through AB 275 Native American cultural preservation (2020), and PRC § 5097.98.</p> <p>The NAGPRA Program Lead works with the Department's NAGPRA Coordinator and across other programs within the Cultural Resource Division and with Districts to ensure the Department's compliance with NAGPRA, CalNAGPRA, and PRC § 5097.98. The incumbent is responsible for interpreting existing policies and assisting in the development, adoption, and implementation of updated policies and procedures to implement and complete the State and Federal legal and regulatory requirements. The incumbent will lead consultations with Tribal Nations, and collaborate with other institutions and internal staff to finalize NAGPRA/CalNAGPRA inventories and summaries. They will engage culturally affiliated tribes to identify and repatriate the remains of their ancestors and cultural items in a respectful and expeditious manner.</p> <p>The incumbent will prepare finished reports with clear, concise recommendations and next-steps and coordinate collaborative research efforts with a team of cultural resource professionals from related program areas tasked with supporting Department's NAGPRA, CalNAGPRA, and PRC § 5097.98 compliance.</p>		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
30%	Tribal Consultations – Take the lead in organizing and facilitating formal, government-to-government consultations with federally recognized and non-federally recognized tribes under the direction of the Tribal Affairs Program Manager and the Department's Tribal Liaison. Responsible for managing the department's activities and data regarding consultations and the process of repatriation. Identify and implement efficient and cooperative methods for consultation and repatriation, including consultations with multiple tribes. Coordinate with all staff with NAGPRA/CalNAGPRA duties to ensure accountability for information and directives shared by tribes during in tribal consultations.	



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30%	Repatriation Coordination – Manage notices, inventories, summaries, progress reports and other correspondence associated with reporting requirements under NAGPRA and CalNAGPRA. Communicate and coordinate regularly with collections managers, District Tribal Liaison Contacts and related staff on repatriation efforts, which may include reburial/reinterment. Coordinate with other museums to support repatriation of collections with uncertain legal responsibility. May support the preparation of ancestors and cultural belongings for repatriation and attend pertinent ceremonies as requested.	
20%	Research – Coordinate collaborative research efforts with a team of cultural resource professionals from related program areas tasked with supporting Department’s NAGPRA and CalNAGPRA compliance and tribal consultations, including cultural affiliation information and the identification of funerary objects where provenance information is lacking. Lead efforts to research, propose, and adopt policies, procedures, and better practices associated with NAGPRA, CalNAGPRA, and PRC § 5097.98.	
10%	Training – Maintain knowledge of NAGPRA and CalNAGPRA law and related policies and regulations (e.g., PRC § 5097.98). Participate in meetings and trainings with tribes and other professionals. Evaluate departmental training needs and design appropriate trainings and deliver trainings through multiple formats.	
5%	Administration – Maintain organized and secured files. Attend staff meetings and trainings, and complete administrative duties as required by the Department.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
SPECIAL REQUIREMENTS:		
The Associate Park & Recreation Specialist needs to be a good listener, clear communicator, and have a keen interest in solving complex issues with creativity. In doing so, the specialist will use empathy to see agreements from multiple perspectives and employ tactful and diplomatic communication at all times.		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)		SUPERVISOR SIGNATURE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)		EMPLOYEE SIGNATURE
		DATE



State of California
Department of Parks and Recreation

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